



# CITY OF BATAVIA

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## PROCEDURAL GUIDE FOR NEW LIQUOR LICENSE APPLICATION PROCESS

1. The City of Batavia Alcoholic Liquor License Application may be obtained from the City Administrator's Office, Batavia Police Department or from the City's website. Contact Cheryl Shimp at (630) 454-2500 for assistance if needed.
2. Before submitting the application you will need to meet with the City Administrator and/or Mayor (Liquor Commissioner) to determine that your establishment fits within the City's Comprehensive Plan and Zoning. Contact Karen Morley at (630) 454-2000 for assistance. You may also want to meet with the Community Development Department reference any permits required or signage issues.
3. Complete the application, have it notarized, and return it to Cheryl Shimp at the Batavia Police Department. Remember to have the following when submitting the paperwork:
  - \$250 non-refundable application fee. This fee includes the cost of two (2) applicant fingerprints.
  - \$35 fingerprint fee, per applicant, for 3 or more applicants.
  - Copy of fully executed lease agreement, if property will be leased.
  - Certificate of dram shop insurance showing coverage through April 30 of the licensed year.
  - Site drawing of the proposed licensed premises.
4. Once the fully completed application is received, the Police Department will perform the required background investigation and fingerprinting on all individual applicants listed on the application. This process can take up to 30 days.
5. Once the background investigation is complete, the Police Department will send their report to the Liquor Commissioner and City Administrator for review. If the application is approved, the Police Department will notify the applicant to schedule the formal approval of adding the liquor license by the COW and then the City Council. This is usually a 2-week process.
6. License **issuance** will only take place AFTER THE FOLLOWING:
  - All final building and safety inspections by the Community Development Department are complete and the applicant has received their Certificate of Occupancy, if required. If no renovations conducted, no inspection is required.

- Proof of completion of BASSET training for all persons who sell/serve alcoholic beverages, managers working on premises, and anyone whose job description requires checking identification.
7. Applicants must make an appointment with Cheryl Shimp at the Batavia Police Department (630-454-2500) to pick up their license.
  8. After obtaining your City of Batavia Liquor License, you are required to obtain an Illinois State Liquor License (312-814-2206) and must provide the City with a copy of aforementioned license within 14 days. Failure to do so will result in the revocation of the City of Batavia Liquor License and may result in a fine.